

**DRT #:**

**Submit** \_\_\_\_\_ **sets of plans to**  
**Building Services with**  
**Building Permit Application:**

☐ Planning  
☐ Building Services  
☐ Forestry

☐ Engineering  
☐ Fire  
☐ Co. Planning

☐ Utilities  
☐ Co. Engr

**Planning**

- ☐ Comprehensive Plan Amendment Request (City Commission)
- ☐ Annexation Application (City Commission)
- ☐ Rezoning Application (City Commission)
- ☐ Lot Split (Planning Commission)
- ☐ Preliminary Plat Application (Planning Commission)
- ☐ Final Plat Application (City Commission)
- ☐ Conditional Use Permit Application (Planning Commission)
- ☐ Parking Lot Plan Review
- ☐ Draft Shared or Offsite Parking Agreement
- ☐ Variance Application (Board of Zoning Appeals)
- ☐ Design Review Board Application (Design Review Board)
- ☐ Heritage District Application (Heritage Commission)
- ☐ Final Site Development Plan Application (Planning Commission)
- ☐ Floodplain Development Fill Permit Application (Planning)
- ☐ Sign Permit Application (Planning)
- ☐ Survey (DRT)
- ☐ Site Plan (DRT)
- ☐ Elevation Certificate (Planning)
- ☐ Property Tax Exemption Application (Planning)
- ☐ Economic Development Incentives
- ☐ Enterprise Zone
- ☐ Neighborhood Revitalization Program
- ☐ Landscape Plan

**Engineering**

- ☐ Easement Dedication Request (City Commission)
- ☐ No-Build Easement
- ☐ Easement Vacation Request (City Commission)
- ☐ Right-of-Way Dedication Request (City Commission)
- ☐ Right-of-Way Vacation Request (City Commission)
- ☐ Break in Restricted Access (City Commission)
- ☐ License Agreement Application (City Commission)
- ☐ Traffic Study (Engineering)
- ☐ Detour Plan (Engineering)
- ☐ Drainage Analysis (Engineering)
- ☐ Grading Plan (Engineering)
- ☐ KDOT Right-of-Way Discharge Permit Application (KDOT)
- ☐ KDHE Notice of Intent Application (KDHE)
- ☐ Proximity to Levee Uplift & Seepage Calculations (USACOE &/or Engineering)  
[http://www.nwk.usace.army.mil/local\\_protection/guidance.html](http://www.nwk.usace.army.mil/local_protection/guidance.html)
- ☐ Survey (DRT)
- ☐ Site Plan (DRT)
- ☐ Address Assignment (Engineering)

## Utilities

- ☐ Survey (DRT)
- ☐ Site Plan (DRT)
- ☐ KDHE Sanitary Sewer Extension Plans & Permit Application (KDHE)
- ☐ Industrial Discharge Permit Application (Utilities)
- ☐ KDHE Water Line Extension Plans & Permit Application (KDHE)
- ☐ Fire Protection System Plans (Building Services, Fire Department, Utilities)
- ☐ Automatic Fire Suppression System Plans (Fire Department, Utilities)
- ☐ Building Suppression System
- ☐ Type I Range Hood Suppression System
- ☐ Paint Booth / Mixing Booth Suppression System
- ☐ Plumbing Plans (Building Services, Utilities)
- ☐ Interceptors

## Fire Department

- ☐ Survey (DRT)
- ☐ Site Plan (DRT)
- ☐ Process & Storage Information Form (Building Services, Fire Department)
- ☐ Code Foot Print (Building Services, Fire Department, KSFM)
- ☐ Fire Protection System Plans (Building Services, Fire Department, Utilities)
- ☐ Automatic Fire Suppression System Plans (Fire Department, Utilities)
- ☐ Building Suppression System
- ☐ Type I Range Hood Suppression System
- ☐ Paint Booth / Mixing Booth Suppression System
- ☐ Fire Alarm System Plans (Fire Department, Building Services)
- ☐ Knox Box (Fire Department)

## Building Services

- ☐ Change of Occupancy Permit Application (Planning, Building Services)
- ☐ Survey (DRT)
- ☐ Site Plan (DRT)
- ☐ Building Permit Application (Building Services or DRT)
- ☐ Process & Storage Information Form (Building Services, Fire Department)
- ☐ ADA Compliance Form (Building Services)
- ☐ Code Foot Print (Building Services, Fire Department, KSFM)
- ☐ Architectural Plans (Building Services)
- ☐ Structural Plans (Building Services)
- ☐ Mechanical Plans (Building Services)
- ☐ Electrical Plans (Building Services)
- ☐ Fire Protection System Plans (Building Services, Fire Department, Utilities)
- ☐ Plumbing Plans (Building Services, Utilities)

## Food Service Establishments:

**Effective January 11, 2010** the Kansas State Department of Agriculture will directly manage, oversee and enforce the food services regulations, including initial document submittal requirements to the State, approvals, inspections and issuance of a license.

Melissa Heinrich and the Salina-Saline County Health Department will no longer be the point of contact for any approvals, licensing, or enforcement of the regulations for food service establishments.

Any preliminary approvals or issuance of building permits or certificates of occupancy, by City of Salina staff or City departments, will not constitute approval or licensing by the State of Kansas, Department of Agriculture. KSDA approvals must be obtained through direct contact with the KSDA.

Please call Steve Moris at the KDA, 785-296-2264 (or Adam Inman 785-296-5600), or email Steve at [Steve.Moris@KDA.KS.GOV](mailto:Steve.Moris@KDA.KS.GOV) . For general information visit their website at <http://www.ksda.gov>